DOCUMENT RESUME

ED 366 778 CE 065 625

TITLE	Realtime Caption Reporting Curriculum Development--Year Two. Final Report.
INSTITUTION	Amarillo Coll., Tex.
SPONS AGENCY	Texas Higher Education Coordinating Board, Austin. Div. of Community and Technical Colleges.
PUB DATE	93
NOTE	72p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Articulation (Education); Associate Degrees; Audiovisual Aids; *Communication Aids (for Disabled); *Competency Based Education; *Curriculum Development; *Deafness; *Internship Programs; Material Development; Shorthand; Two Year Colleges; Vocational Education
IDENTIFIERS	Amarillo College TX; *Real Time Captioning

ABSTRACT

An associate degree program to train real-time caption reporters was developed at Amarillo College in Texas. The competency-based curriculum contained steno caption writer and certified court reporter options. The program featured internships at a local television station, during which students received individual hands-on training conducted by practicing real-time reporters. Efforts to publicize the program included articles in Amarillo College student publications and the local news media and live demonstrations of the captioning equipment for schools and various community groups. Five deaf students received classroom services one class per week during the spring semester of the project's first year. Articulation agreements with Amarillo business and vocational programs to facilitate high school graduates' entry into the real-time caption reporter associate degree program are now in progress, and goals and materials for the project's second year are being developed. (Attached to this final report are miscellaneous supporting data, including project summary sheets, a steno-captionist competency profile, the approved curriculum, project publicity materials, a list of advisory committee members, and advisory committee meeting notes.) (MN)

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TEXAS HIGHER EDUCATION COORDINATING BOARD

FINAL REPORT

Institution Name: Amarillo College

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Project Name: Realtime Caption Reporting Curriculum Development - Year Two

Project # 3311002

Fice Code: 003540 **Appropriation: $76,189**

CF065 625

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Amarillo College

Established 1929

August 11, 1993

Dr. Larry C. Key
Director of Federal Projects
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711

Dear Dr. Key:

The attached report is submitted to the members of the Texas Higher Education Coordinating Board as the final requirement of the 1992-1993 grant received by the Office Education Department of Amarillo College to continue the development of the realtime caption reporting curriculum.

The goals and objectives stated in the operational format of the grant proposal have been used in the preparation of the report. Each goal and objective of the grant has been addressed.

We are very pleased to have been given the opportunity to work on this grant. We are even more excited that we have been granted the monies to conclude the work on the curricula development in the coming year.

If you have comments/questions, please call Patsy Lemaster (806-371-5254) or Delores Behrens (806-371-5255). Again, thank you for giving us this opportunity.

Sincerely,

Delores Behrens

Delores Behrens, Chairman
Coordinator of Realtime
Caption Reporting

Patsy Lemaster

Patsy Lemaster, Professor
Director of Realtime
Caption Reporting

kjk

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PROJECT GOAL A

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FINAL REPORT

Institution Name: ***Amarillo College***

Project Name: ***Realtime Caption Reporting Curriculum Development - Year Two*** ***Project # 3311002***

Fice Code: 003540 Appropriation: $ 76,109

The goals and objectives were included in the operational format section of the grant proposal. The following activities were conducted in an effort to attain the goals and objectives.

PROJECT GOAL A:

Based on the federal legislation of the 1990 Decoder Circuitry Act and the need for trained stenographers capable of writing realtime captioned information for deaf/hearing-impaired consumers:

Have a refined, tested, and enhanced competency-based curricula originating from materials developed in the 1991-92 grant year resulting in:

* An **associate degree program** to meet requirements for certification by Amarillo College as a proficient steno caption writer and

* A **new option** in the Associate of Science Degree program for training certified court reporters.

OBJECTIVE 1A: **Establish an Advisory Committee of a minimum of ten members representative of the educational institutions, legal field, television media, court reporting profession, deaf/hearing-impaired population, and corporate sector.**

Upon receiving the 1992-93 grant, members of the fifteen member advisory committee of 1991-92 project were invited to retain their positions on the committee. Most of the existing members were retained, however, new positions were created to accommodate the needs for the second-year grant. Due to the growth of the awareness and needs for the marketing endeavors for the grant specifications, the committee was created in the second year with thirty-five members residing. The committee was then divided into subcommittees of broadcast captioning, classroom captioning, and computer-integrated courtroom captioning. A roster of committee appointments is attached to this report.

At the first meeting of the Advisory Committee, members were educated on the issues and concepts to be directed through each of the subcommittees. Committee members were then asked to volunteer for the committee of their choice.

Subcommittee chairpersons were selected by the project director. These assignments were based upon the chairperson's involvement and commitment to the project.

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Goals and objectives for the 1992-93 project year were drafted and submitted by each of the three subcommittee groups. Each committee was charged with the responsibility of providing information to the overall advisory committee on the educational issues, training, and information to be examined throughout the project year. Sources of potential funding were to be investigated by each group in an effort to expand the services offered within the community and to promote community support and involvement.

The following activities were initiated and directed through the subcommittees:

Broadcast Captioning:

This subcommittee was co-chaired by captionists for **KFDA-TV, Channel 10** and the first realtime writers for the project - **Lisa Baird** and **Melba Dockery**. (Both of these individuals are Amarillo College court reporting graduates.)

* The services being provided for KFDA-TV, Channel 10 for captioning the local news each weekday at 5:00 p.m. and 10:00 p.m. were continued throughout the grant year.

* Experienced captionists at the station provided information and functioned as **consultants** throughout the year.

* **Internship training** was offered to students enrolled in the court reporting computer classes at all levels of training.

* **Fundraising events** were conducted through Panhandle Council for the Deaf in an effort to maintain the captioning services for the television station.

* Additional funding sources and possibilities continue to be investigated by **Shayne Rowell, Director of Panhandle Council for the Deaf**, to initiate additional joint endeavors between the Council and Amarillo College to create training situations for students and services for persons who are deaf/hard of hearing.

* **Presentations** and **demonstrations** were provided by Lisa Baird, CSR and chairperson of this subcommittee at a meeting of **Amarillo Beta Sigma Phi Chapters** and a major conference held in Amarillo sponsored by the Regional Education Program for the Deaf to evaluate the interpreters for persons who are deaf/hard of hearing.

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* A demonstration is currently being planned on Monday, August 16, 1993 at the **Texas Tech Health Science Center Auditorium**, to be written in realtime by Mrs. Baird. The program is entitled **"ADA and The Rehabilitation Act."**

Classroom Captioning:

This subcommittee was co-chaired by **Dr. Lillian Blakesley, Director, Regional Education Program for the Deaf**, and **Judy Johnson, Coordinator of Accessibility Services** on the Amarillo College campus.

* The possibilities of offering the services of **classroom captioning** on the Amarillo College campus for disabled/hearing-impaired students were investigated.

* Services were implemented and supplied in the fall semester on a simulated basis. (The laptop computers equipment and software to supply services was delayed and pending the Amarillo College Board of Regents' approval.)

* Services and procedures conducted for the **simulated classroom captioning** were evaluated and reviewed by project personnel, Judy Johnson, deaf/ hearing-impaired students receiving services, student reporters, and the project director.

Computer-Integrated Courtroom Captioning:

The computer-integrated courtroom captioning subcommittee was directed by **Judge Samuel Kiser**, Judge of the **181st District Court of Potter County** and his court reporter, **Mrs. Brenda Gouge**. Both individuals have offered the project a tremendous amount of support throughout the two grant years.

* The subcommittee was composed of primarily **attorneys, judges**, and **court reporters** from the area.

* The goals and objectives for the year were defined by the group. **Education** among members of the legal profession promoting the advantages of the **computer-integrated courtroom technology** was a primary objective of the group. In addition, funding to be raised for the equipment necessary for the implementation of the system was identified as a major objective for the group.

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* Judge Kiser and Mrs. Gouge promoted the project on every possible opportunity throughout this year, as well as the past year. Members of the subcommittee have become educated in the possibilities offered through the adoption of a **CIC (computer-integrated courtroom)** system and have begun promoting the concept among their peers.

* A local **Bar Association** agenda has been secured by the members of this committee for the purpose of demonstrating and promoting the concept further. The caption project and the computer-integrated courtroom system will be featured at the October meeting of the association.

* A demonstration was provided by **Judge Kiser** and **Brenda Gouge** in the courtroom during an actual divorce proceeding involving two hearing-impaired parties during the month of June. Judge Kiser and Brenda Gouge hosted, promoted, and demonstrated the concepts of the **CIC** at this hearing. The demonstration was covered by the media and attended by local representatives to further promote the project and the funding necessary to equip the courtroom for the training of future Amarillo College realtime caption reporting students.

OBJECTIVE 2A: Orientation and survey of high school graduates, past and currently enrolled court reporting students, practicing reporters, and transfer students for interest.

The plan to send questionnaires to **local and area high schools** was modified during the grant year. Due to the progress of the development of the curriculum in year one of the grant, the piloting of skills and classes had to be conducted during the early part of the second year of the grant. Rather than repeat the procedures implemented in the final part of year one, it was decided by the project director, project coordinator, and key Advisory Committee members that an alternative plan be devised. Grant personnel made visitations and presentations to area schools and businesses as they were requested. In addition, a **sampling** of **questionnaires** was mailed to determine the growth of knowledge about realtime caption reporting that had been attained through the information disseminated through the grant project. The results of the sampling indicated that a tremendous need still exists for presentations and demonstrations to be completed within the secondary institutions within the state of Texas.

In the final months of the second-year grant, a questionnaire was sent to **360 educational institutions** within the state of Texas to determine the feasibility and possibility of making demonstrations/visitations throughout the state of Texas. The results of the survey were overwhelming to the project personnel. As a result and in an effort to accommodate as many requests as possible, this portion of the project will be continued in the third year of the grant. Plans are being made to visit as many institutions as possible by creating a cooperative situation between centrally located institutions acting as "host schools" for the presentations being

planned. This portion of the project has been delayed awaiting the beginning of the 1993-94 school term.

Demonstrations were provided at various locations throughout the year as requested. Information about the demonstrations conducted has been included throughout this report.

OBJECTIVE 3A: **Survey of broadcasting agencies and judicial representatives, court reporting institutions, and other education institutions for need and interest.**

Upon the recommendation of the **Advisory Committee** members representing the areas of employment as stated, this objective was met through the process of educating the community rather than by distribution of a survey instrument. Advisory committee members, particularly those holding positions on the 1991-92 Advisory Committee, indicated that **additional education** of the community was **vital** before the employment opportunities could be fully assessed.

Through the activities conducted to educate the community, it was concluded that the opportunities for the services to be provided by trained, competent realtime caption reporters is beginning to grow in the Amarillo area. However, these opportunities and the services are currently being conducted in coordination with the project for no charge. In order to **create the market** for the positions of realtime caption reporters, local organizations and business have to be exposed to the services, skills, and advantages of using realtime caption reporters. The prospective situations and needs of the community are being recognized progressively by leading area residents that have witnessed the realtime caption reporting services.

The project director has worked throughout the year with **Mrs. Shayne Rowell, Director of the Panhandle Council for the Deaf** to create a broader market for realtime writers and for services for persons who are deaf/hard of hearing. The project director has been appointed as a member of the coalition board of **Panhandle Council for the Deaf, Regional Education Program for the Deaf** and **Amarillo Speech and Hearing Center** to enable her to better stay abreast of the needs and requests of the predominant population to be served by realtime caption reporters.

Numerous requests have been made by **Dr. Lillian Blakesley, Director of the Regional Education Program for the Deaf** for the captioning services for classroom lectures for public school students who are disabled/deaf/hard of hearing. Realtime caption student volunteers are unable to meet all the demands being created on their time. These students have been engaged during their free time to produce classroom captioning services for **Amarillo College** students who are disabled/deaf/hearing-impaired.

A survey was mailed to the area's **practicing court reporters** in an effort to determine the demand for realtime caption reporting as perceived by this group. It was discovered that a number of the reporters are becoming interested in the realtime caption reporting skills and the services that could be offered through their agencies. As a result, a number of the respondents

indicated that they would be interested in obtaining the refined skills necessary to become **realtime caption reporters**. A class for this purpose is to be offered on Tuesday evenings in the fall semester beginning in August, 1993.

OBJECTIVE 4A: **Organize and complete research to refine teaching outlines, resources, and lab materials.**

The **curriculum development** and approval processes were completed in **April, 1993**. As a result, all the training that has been implemented through the project has been on a pilot basis with **student volunteers** participating. The project personnel have gained a tremendous amount of knowledge about the needs and methods for teaching realtime caption reporting and are looking forward to the 1993-94, the **year of implementation**, with great anticipation.

In the recent summer months, students in all court reporting classes were required for the first time to practice during speed building sessions using the computer equipment and watching their writing as it was **simultaneously translated** into **realtime translations**. This process will be continued, refined, and expanded as a part of the daily training of realtime caption reporters. The students' verbal response after experiencing this type of training was very positive and enthusiastic.

OBJECTIVE 5A: **Interview caption reporters currently working on Panhandle Council for the Deaf project at KFDA-TV, Channel 10, for insight training results.**

The **caption reporters** for the PCD project, **Lisa Baird, Melba Dockery**, and **Lisa Thrash**, worked with the project director on all segments of the development of training throughout the year. Their input and experience has been an invaluable source of information. As a result of the expertise exhibited by this group, it has been determined that **Lisa Baird** will be the instructor assigned in the classroom to train the area's certified court reporters for the skills necessary to become **realtime caption reporters**. The project director will attend the class to assist Lisa Baird when it is first begun to help direct the learning activities of the class since the diversity of theories practiced by the reporters and the computer systems with which they are knowledgeable will present a challenging situation. **Kym Klarich, CSR**, the project secretary for the last two years, and the peer tutor for the computer training will also attend these sessions.

OBJECTIVE 6A: **Revise competencies from data compiled and modify outlines, resources, and lab material to meet competencies.**

All of the data compiled throughout the **pilot processes** that have been completed will be tested during the **fall and spring semesters** in the first classes structured for the curriculum for training **realtime caption reporters**. As modifications are needed, the materials will be revised to accommodate the changes as indicated through this training.

PROJECT GOAL B

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PROJECT GOAL B:

To **test, refine**, and **enhance** the teaching materials and curricula for the degree program developed during the 1991-92 school year.

OBJECTIVE 1B: **Teach students in the courses of the new degree option in realtime caption reporting which will lead to certification as a realtime caption reporter.**

As previously stated in this report, the curriculum was not approved for teaching until April, 1993. This delay in the approval gave project personnel the advantage of having time to pilot many phases of the teaching required for training **realtime caption reporters.**

Some of the activities that were conducted through the pilot by students enrolled in the court reporting curriculum volunteering their time for the project included:

* Students having the "old" theory, **Philadelphia Clinic**, began the process of **updating** their **computer dictionaries** and writing skills to those necessary for becoming realtime writers.

* Students practiced writing on the transcription equipment to take the dictation exercises directed in the classroom, from television broadcasts, from cassette tapes, and from VCR prerecorded tapes to test their capabilities in **realtime writing.**

* Students worked on building computer dictionaries and perfecting them for both the Philadelphia Clinic theory and the **Sten-Ed theory.**

* Students practiced and trained on the **X-Scribe equipment** in preparation for realtime translations.

* **Students volunteered** their time throughout the year to **perform the services** of classroom captioning for disabled/hearing-impaired students on the Amarillo College campus on a simulated basis.

* Students providing the classroom captioning services for the disabled/hearing-impaired students prepared **edited, printed transcripts** of the class meetings taken during the simulated training for the students.

* Students attended orientation meetings presented by Judy Johnson, **Coordinator of Accessibility Services** on the Amarillo College campus, to become knowledgeable in the proper procedures for working with persons who are disabled/hearing-impaired.

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* Students attended and participated in **recruiting sessions** as these sessions were requested by other institutions throughout the year.

* Students traveled to KFDA, Channel 10, located in the outskirts of Amarillo, to participate in the **internship training** offered through the project at the station.

PROJECT GOAL C

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REALTIME CAPTION REPORTING

PROJECT GOAL C:

To initiate internships in realtime caption reporting with practicing realtime reporters at KFDA-TV, Channel 10.

OBJECTIVE 1C: **Teach realtime caption reporting through hands-on training conducted on an individual basis at Channel 10.**

The **internship training** was conducted at the television station at the conclusion of the spring semester. **Student volunteers** at all levels of experience and training were invited to participate in the training. The cooperation of the students participating in the **pilot of internship training** was excellent. Students were asked to designate time preferences for meeting with Lisa Baird at **KFDA-TV** during the daily newscasts at 5:00 p.m. and 10:00 p.m. Students with more advanced skills were given the opportunity to spend more time in training than those with lesser skills.

Throughout this internship pilot, the project director communicated with Mrs. Baird frequently to determine the procedures and objectives to be written into the curriculum for such training in the future.

Students participating in this training were given an opportunity to evaluate the internship training. The following comments were made:

* "I am very **happy** to have had this opportunity. I found it very **beneficial.**"
* "It made me **feel excited** about building up my speed and being able to work in the outside world."
* "I would like to be able to go back when I get my speed and work on the computer for **hands-on experience.**"
* "Mrs. Baird was a **great teacher** and showed me every aspect of closed-captioning. She also answered every question I had."
* "**I would love** the opportunity to be able to go do it again."
* "I feel that I have a **better understanding** of the world of closed-captioning."
* "It helped to **clarify** exactly what working with **closed-captioning** involves."

PROJECT GOAL D

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REALTIME CAPTION REPORTING

PROJECT GOAL D:

To heighten awareness and services for realtime caption reporters within the Amarillo area and the state of Texas.

The realtime caption reporting project has been promoted throughout the grant year in as many ways as possible. In addition to the activities conducted to meet the requirements stated in the following objectives, publicity of the program and services provided were presented to the population through **broadcasting advertisements** prepared by KFDA and Panhandle Council for the Deaf, **radio interviews** given by members of subcommittees, **television interviews** completed by grant personnel, and **newspaper advertisements**. A color brochure for the advertisement of the new curricula for realtime caption reporting is currently being completed. This brochure will be distributed through mailings and at all future presentations.

OBJECTIVE 1D: Investigate feasibility of placing realtime caption reporting students in educational institutions with hearing-impaired students.

This objective was met in the following ways:

* The project director coordinated classes between students who were **disabled/hearing-impaired** and **volunteering court reporting students** during the fall and the spring semesters by contacting the Coordinator for Accessibility Services, Judy Johnson.

* The classroom captioning services were received very **positively and with enthusiasm** by the disabled/hearing-impaired students on the Amarillo College campus. **Judy Johnson** interviewed students receiving such services individually at the end of each semester.

* As a result of the positive feedback obtained from the AC classroom captioning services, **comparable services will be coordinated** in the fall semester for disabled/hearing-impaired students on the AC campus; however, with the use of the laptop computers recently installed, services will no longer have to be simulated.

* The project director, **Judy Johnson**, Coordinator of Accessibility Services for Amarillo College and the Director of the Regional Education Program for the Deaf, **Dr. Lillian Blakesley**, worked cooperatively on a grant proposal submitted to the **U.S. Department of Education** to supply captioning services transmitted from the third floor of the Business Building at Amarillo College by modem through telephone lines to **Lamar Elementary School**, a local elementary school located in Amarillo. The class targeted for this project has a large percentage of

deaf/hearing-impaired student enrolled in the classes. Results of the grant proposal are pending.

* Other grant possibilities to create the needed funding for the equipment with which to offer realtime caption reporting services are being sought through **Panhandle Council for the Deaf, Regional Education Program for the Deaf, Amarillo Speech and Hearing Center**, and project personnel.

OBJECTIVE 2D: **Research off-line translation techniques and equipment to determine possibilities of Amarillo College students/graduate doing production work.**

The possibility of producing **"add-on" captions** to tapes being produced without captioning has been investigated. The following information was obtained:

* The **cost of the equipment** necessary to add such captions to existing tapes/films is a major obstacle to proceeding with the implementation of such training.

* **X-Scribe Corporation** prohibits the use of the software donated to Amarillo College to be used for realizing a profit.

* **Panhandle Council for the Deaf** is currently working with project personnel to relocate the equipment from KFDA-TV, Channel 10, to the Amarillo Speech and Hearing Center where broadcasts could be transmitted by modem devices and telephone lines to produce captions for numerous areas requesting services.

* The reorganization of the services being provided for the newscasts would create a location that could eventually be used as a **captioning center** and a **training location** for Amarillo College students. As a part of this reorganization, the funding for the equipment for the "add-on" captions could be sought and possibly secured.

OBJECTIVE 3D: **Interview key personnel of KACV-TV of Amarillo College to investigate the possibility of positioning student reporters at station for hands-on training.**

This objective will have to be investigated during the 1993-94 grant year. Due to the delay of the daily hands-on training required to produce competent, realtime caption writers, the project personnel did not have the **quality or quantity of students** that would be required for this endeavor.

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With the new curriculum for training in place and with the students who have already profited by participating voluntarily in the project, this concept will be pursued in the third year of the grant.

OBJECTIVE 4D: **Contact Alvin Community College and San Antonio Junior College to offer assistance in developing and implementing realtime caption reporting within those institutions.**

This objective was met through the seminar presentations and personal contacts made with representatives from these institutions. The project director and project coordinator presented programs at the court reporting sessions for **Texas Junior College Teachers Association** and the **Texas Organization for Reporter Training Schools** during the year.

As a result of these contacts, it was decided to extend invitations to **visit or host visits** from other schools teaching court reporting throughout Texas. Project personnel will complete as many of these visits as possible throughout the third grant year.

The project personnel has secured as many opportunities as possible to **network** with representatives from other **court reporting institutions** in the state of Texas by participating in programs, having personal contact, and providing all types of information to help other institutions become prepared to teach realtime caption reporting.

OBJECTIVE 5D: **Direct efforts in cooperation with legal representatives to equip a Computer-Integrated Courtroom in Potter County, Texas.**

The following has been done to meet this objective:

* Costs for equipping a computer-integrated courtroom have been obtained from **Peter Jepsen, Vice-President of U.S. Captioning, Inc.**
* Funding necessary for the equipping of a **total-access courtroom** has also been investigated.
* A site for such a courtroom has been secured in the **Potter County Courthouse, 181st District Court.**
* The representatives of the **Computer-Integrated Courtroom** subcommittee have promoted the concept and advantages of having realtime translations available in the courtroom in an effort to educate the legal sector of the population.
* The date for a presentation/demonstration for the **Amarillo Bar Association** has been secured.

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* Committee members will investigate the cost of inviting a realtime caption reporter from Dallas, TX, **David Langford, CSR**, to present the demonstration at the Bar association meeting. Mr. Langford is the court reporter in one of the first **computer-integrated courtrooms** functioning in Texas.

* **Funding sources** are being investigated by subcommittee members and will continue to be investigated throughout the third grant year.

OBJECTIVE 6D: **Attend conferences/workshops sponsored by National Court Reporters Association, Texas Organization of Reporter Training Schools, Texas Junior College Teachers Association, and Texas Court Reporters Association.**

Project personnel have **met the requirements** of this objective and have **gained insight** and invaluable information to aid in the continued planning of curricula materials for training realtime caption reporters.

* **National Court Reporters Association**

  Project personnel attended concurrent sessions to gain as much information as possible to assist with curriculum development. Throughout these meetings and sessions, Amarillo College personnel were approached by other court reporting educators interested in **implementing similar curriculums** within their institutions.

* **Texas Organization of Reporter Training Schools**

  Project personnel presented a program entitled, **"Realtime Caption Reporting - Research, Funding, Implementation."**

* **Texas Junior College Teachers Association**

  Project personnel presented workshop sessions entitled, **"Realtiming It in All Classrooms -- Grants to Graduation."**

* **Texas Court Reporting Association**

  As a result of the innovation and research being conducted at Amarillo College through the grant project, the project director, Patsy Lemaster, has recently been asked to become a member of the **committee** directing the activities and topics to be presented at the **state student reporters' workshop**.

PROJECT GOAL E

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PROJECT GOAL E:

To negotiate articulation agreements with Amarillo Independent School District Business and Vocational programs by which high school graduates can articulate smoothly into the realtime caption reporting associate degree program option for certification as realtime caption reporters.

These negotiations are ongoing between the **project coordinator** and the chairperson of the Office Education Department, **Delores Behrens**, and representatives of the Amarillo Independent School District Business and Vocational programs.

PROJECT GOAL F

TEXAS HIGHER EDUCATION COORDINATING BOARD
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REALTIME CAPTION REPORTING

PROJECT GOAL F:

Develop a second-year report and revise curriculum and appropriate materials that would serve as guides in revision and implementation of model curricula to further develop this project.

As previously stated, curriculum revisions are being made as the project moves from a "pilot" stage to a "program" stage. A number of items are attached to the report for review by the members of the Board. These include the following items:

* DACUM Chart
* Competency Profile Chart
* Realtime Caption Reporting Curriculum
* Course Descriptions for Realtime Caption Reporting Curriculum
* Articles written throughout the year about activities related to the realtime caption reporting project.
* 1992-93 Advisory Committee
* Advisory Committee minutes/reports

OTHER SUPPORTING DATA

Name: _____ Competency Profile Of A Steno-Captionist

Employability Competencies

Worker Behaviors
(Traits and Attitudes)

Directions: Rate the student by checking the appropriate number on each scale. The ratings should be based on your observation of the student rather than grades given in class.

Rating Scale:
3 Above Average
2 Average
1 Below Average

3	2	1	Workers Behavior (Traits and Attitudes)
			1. Ability to Work Under Stress
			2. Assertive
			3. Compassionate
			4. Concentrated
			5. Decision Maker
			6. Dedicated
			7. Dependable
			8. Diplomatic
			9. Enjoys a Challenge
			10. Firm
			11. Flexible
			12. Focused
			13. Innovative
			14. Inquisitive
			15. Loyal
			16. Organized
			17. People-orientated
			18. Perfectionist
			19. Professional
			20. Punctual
			21. Quick to React
			22. Self-confident
			23. Sense of Humor
			24. Stamina
			25. Thick-skinned
			26. Trustworthy
			OTHERS (specify):
			_____
			_____
			_____

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Job Seeking Techniques

Directions: Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Rating Scale:
3 Mastered
2 Requires Supervision
1 Not Mastered
N No Exposure

3	2	1	N	Job Seeking Techniques
				1. Apply information about self and job opportunities in career decision making
				2. Write a resume
				3. Prepare a job application form
				4. Write letters of application and acceptance
				5. Arrange for personal references
				6. Apply job search techniques
				7. Arrange a job interview
				8. Apply job interview techniques
				9. Evaluate job offers (actual or simulated)
				OTHERS (specify):
				_____
				_____
				_____

General Knowledge

Directions: Assess the student by checking the appropriate number or letter to indicate the degree of competency. The rating should reflect general knowledge competency based upon evaluation and observation of the student by quality by tasks completed rather than grades given in class.

Rating Scale:
3 Mastered
2 Requires Supervision
1 Not Mastered
N No Exposure

3	2	1	N	General Knowledge
				1. Business Math
				2. Celebrity
				3. Computer Software
				4. Computer Skills
				5. Computer Literacy
				6. Concentration
				7. Conflict Free Theory
				8. Current Events
				9. Geography
				10. Good Memory
				11. Grammar
				12. Listening
				13. Machine Speed
				14. Machine Accuracy
				15. Managerial
				16. Organizational
				17. Pronunciation
				18. Public Relations
				19. Public Speaking
				20. Punctuation
				21. Research
				22. Spelling
				23. Terminology
				24. Communication
				25. Legal
				26. Medical
				27. Political
				28. Sports
				29. Technical
				30. Time Management
				31. Typing
				32. Vocabulary
				33. Word Recognition
				OTHERS (specify):
				_____
				_____

28

Name: _____ **Competency Profile Of A Steno-Captionist**

Directions: Evaluate the student by checking the appropriate number of letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:
- **3 Mastered** - can work independently with no supervision.
- **2 Requires Supervision** - can perform job completely with limited supervision.
- **1 Not Mastered** - requires instruction and close supervision.
- **N No Exposure** - no experience or knowledge in this area.

3	2	1	N

DUTIES

A. Establish and Maintain Public Relations
- A-1. Create awareness of need for captioning services
- A-2. Cultivate sponsors for funding of captioning services
- A-3. Interact with consumers of the captioning services.

Other (specify):

_____
_____
_____

3	2	1	N

B. Develop Client Relationships
- B-1. Conduct a market analysis
- B-2. Prepare a prospectus
- B-3. Contact prospective clients
- B-4. Present necessary credentials
- B-5. Engage in negotiations
- B-6. Establish contract
- B-7. Maintain client relationship

Other (specify):

_____
_____
_____

3	2	1	N

C. Manage Equipment
- C-1. Test hardware (pc, monitor, printer, steno-machine, cables, modems, lines)
- C-2. Test software
- C-3. Check on-line connections
- C-4. Address problems to appropriate personnel

Other (specify):

_____
_____
_____

3	2	1	N

D. Execute Assignment
- D-1. Research subject matter
- D-2. Type scripts for live display
- D-3. Preview video tape segments
- D-4. Perform caption service for specified assignment
- D-5. Edit captioned text

Other (specify):

_____
_____
_____

3	2	1	N

E. Maintain Dictionary Entries
- E-1. Add related entries
- E-2. Define conflicts
- E-3. Back-up dictionary

Other (specify):

_____
_____
_____

3	2	1	N

F. Maintain Records
- F-1. Organize office procedures
- F-2. Implement accounting procedures
- F-3. Prepare and submit reports
- F-4. Process communications

Other (specify):

_____
_____
_____

3	2	1	N

G. Produce a Transcript
- G-1. Edit and scope proceedings
- G-2. Print rough draft
- G-3. Proofread rough draft
- G-4. Correct rough draft
- G-5. Print hard copy
- G-6 Copy exhibit
- G-7. Bind transcripts
- G-8. Store notes and transcript

Other (specify):

_____
_____
_____

AREAS OF SPECIALIZATION BEYOND CORE COMPETENCIES

3	2	1	N

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

Competency Profile

Instructor: _____
Instructional Program: _____
_____

School: _____
School Address: _____
_____
_____

Student: _____
Address: _____
_____
_____

Telephone: _____
Social Security Number: _____

IN CASE OF EMERGENCY, CONTACT
Name: _____
Telephone: _____
Family Doctor: _____
Telephone: _____

Date of Enrollment: _____
Date of Withdrawal: _____
Date of Completion: _____

Total On-The-Job Training Hours:
_____

On-The-Job Training/Work Experience

Duration of Employment	Job Title	Job Description	Supervisor's Name	Name/Address of Employer	Telephone

The following profile ratings represent the knowledges, skills, and attitudes that this student has demonstrated at a given time under given conditions .It does not necessarily represent certification of future abilities.

This project was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Career and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education, Division of Career and Adult Education, and no official endorsement should be inferred.

COMPETENCY PROFILE OF A STENO-CAPTIONIST

Definition of a Steno-Captionist: A Steno-Captionist is a machine-shorthand stenographer who writes in real time to translate spoken communication into visual communication for specific functions such as courtrooms, schools, TV/news programming and conferences.

Developed by

Amarillo College
Amarillo, TX

Sponsored by

The Texas Higher Education Coordinating Board
Community College and Technical Institution Division
Funded by Carl D. Perkins Vocational Education Act
Austin, TX

December 1991

COMPETENCY PROFILE OF A STENO-CAPTIONIST

↓ DUTIES	→ TASKS				
A Establish and Maintain Public Relations	A-1 Create awareness of need for captioning services	A-2 Cultivate sponsors for funding of captioning services	A-3 Interact with consumers of the captioning services		
B Develop Client Relationships	B-1 Conduct a market analysis	B-2 Prepare a prospectus	B-3 Contact prospective clients	B-4 Present necessary credentials	B-5 Engage in negotiations
C Manage Equipment	C-1 Test hardware (pc, monitor, printer, steno-machine, cables, modems, lines)	C-2 Test software	C-3 Check on-line connections	C-4 Address problems to appropriate personnel	
D Execute Assignment	D-1 Research subject matter	D-2 Type scripts for live display	D-3 Preview video tape segments	D-4 Perform caption service for specified assignment	D-5 Edit captioned text
E Maintain Dictionary Entries	E-1 Add related entries	E-2 Define conflicts	E-3 Back-up dictionary		
F Maintain Records	F-1 Organize office procedures	F-2 Implement accounting procedures	F-3 Prepare and submit reports	F-4 - Process communica-tions	
G Produce a Transcript	G-1 Edit and scope proceedings	G-2 Print rough draft	G-3 Proofread rough draft	G-4 Correct rough draft	G-5 Print hard copy

→ **TASKS**

B-6 Establish contract	B-7 Maintain client relationship				
G-6 Copy exhibit	G-7 Bind transcripts	G-8 Store notes and transcript			

WORKER BEHAVIORS (TRAITS AND ATTITUDES)

Ability to Work Under Stress
Assertive
Compassionate
Concentrated
Decision Maker
Dedicated
Dependable
Diplomatic
Enjoys a Challenge
Firm
Flexible
Focused
Innovative
Inquisitive
Loyal
Organized
People-orientated
Perfectionist
Professional
Punctual
Quick to React
Self-confident
Sense of Humor
Stamina
Thick-skinned
Trustworthy

GENERAL KNOWLEDGE AND SKILLS

Business Math
Celebrity
Computer Software
Computer Skills
Computer Literacy
Concentration
Conflict Free Theory
Current Events
Geography
Good Memory
Grammar
Listening
Machine Speed
Machine Accuracy
Managerial
Organizational
Pronunciation
Public Relations
Public Speaking
Punctuation
Research
Spelling
Terminology
Communication
Legal
Medical
Political
Sports
Technical
Time Management
Typing
Vocabulary
Word Recognition

TOOLS, EQUIPMENT, SUPPLIES AND MATERIALS

Audio-tape Recorder
Cables
Calculator
Captioning Software
Cassettes
Clock
Computer
Computerized Steno-machine
Copier
Decoder
Diskettes
Encoder
Facsimile
General Office Supplies
Headphones
Modem
Printer
Reference Books
Satellite Dish
Screen
TDD
Telephone
TV
Typewriter
VCR Tapes
VCR
Video-camera
VTR

DACUM PANEL

Ms. Lisa Baird, CSR, Steno-Captionist
Employer: Baird Court Reporting
Amarillo, TX

Ms. Jacqueline Carey, Certified Shorthand Reporter, Steno-Captionist San Antonio, TX

Ms. Melba F. Dockery, Steno-Captionist
Employer: KFDA-TV, Amarillo, TX

Ms. Linda S. Hershey, RPR, CM, Steno-Captionist
Employer: Volunteer Reporting Service
Chattanooga, TN

Ms. Tandy Massucci, CSR, Steno-Captionist
Employer: Carolyn Block & Associates
Amarillo, TX

Ms. Melody McGienty, Steno-Captionist
Employer: Brannon, Rasberry, and Associates, Inc.
El Paso, TX

DACUM FACILITATOR

Dr. Douglas L. Pickle, Amarillo College
Industrial Technology Division Chairperson

DACUM FACILITATOR/RECORDER

Ms. Diana Cox, Amarillo College
Title III-Activity 1, Director
Alpha Center for Faculty Development, Director
Academic Computing, Coordinator

DACUM RECORDER

Mr. Craig Barnard, Amarillo College
Testing Services, Coordinator

MEMORANDUM

Office of the Vice President and Dean of Instruction

TO: Delores Behrens and Willard Machen

FROM: Bobbie Jester BJ

DATE: May 24, 1993

SUBJECT: APPROVED PROGRAM CHANGE REQUEST

Attached is a copy of the currently approved curriculum pattern for the Court Reporting program.

bj

Attachment

VISION 2000

Amarillo College • P.O. Box 447 • Amarillo, TX 79178 • (806) 371-5127

TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 • Austin, Texas 78711
512-483-6250 • TEX-AN 256-6250 • FAX 512-483-6444

COMMUNITY AND TECHNICAL COLLEGES DIVISION

DALE F. CAMPBELL
Assistant Commissioner

SALLY J. ANDRADE
Director of Research and Program Planning

GLORIA ANN LOPEZ
Director of Instructional Programs

LARRY C. KEY
Director of Federal Projects

May 20, 1993

Dr. R.E. Byrd, Vice President
Dean of Instruction
Amarillo College
P.O. Box 447
Amarillo, TX 79178

Dear Dr. Byrd:

Enclosed are your copies of the approved program change requests for the following:

Management, HEGIS 5621
Court Reporting, HEGIS 5829

We have retained a copy of the approved program change requests for our files.

Cordially,

Dale F. Campbell

Dale F. Campbell
Assistant Commissioner
Community and Technical Colleges

Enclosure
DFC:bb

MAY 1993
RECEIVED
DEAN OF INSTRUCTION

APPLICATION FOR PROGRAM REVISION

APPLICATION FORM

APR 2 9 1993
COMMUNITY COLLEGES AND TECHNICAL INSTITUTES

1. Amarillo College (Institution) | U03540 (FICE Code) | 5829 (HEGIS Code)

Indicate program location(s): Main campus X | Out-of-district ____ | Off-campus ____ | Correctional facility ____

2. PROGRAM TITLE: Court Reporting

3. PROGRAM CREDENTIAL: (X) degree ( ) certificate ( ) Advanced/Tech-Prep

List degree/certificates below:

	CIP Code
Associate in Applied Science	520405

4. ITEMS TO BE REVISED (check all that apply):

(X) Title of program or degree program options or degree program options
(X) Courses (addition to or deletion from program)
( ) Course prefix, number, title, lecture hours, lab hours, contact hours or credit hours
( ) Addition or deletion of certificate or degree*
( ) Program credential (from A.A.S./A.A.A. to certificate only)
( ) Other ____

(X) Option (addition or deletion)
( ) Program objectives
(X) Program length (weeks, quarters or semester)
(X) Credit hours (total for program)
(X) Contact hours (total for program)
( ) Course descriptions
( ) CIP code

* Deletion of certificate or degree also requires program closure forms.

5. DATE REVISION TO BE EFFECTIVE: Fall, 19 93

FOR TECH-PREP – secondary effective date: ____, 19___

college effective date: ____, 19___

6. CHECK BELOW TO INDICATE WHICH REVISION FORMS ARE ATTACHED:

(X) REV-B (X) REV-C ( ) REV-D (X) REV-E
( ) REV-F ( ) REV-G ( ) REV-H (X) REV-I
( ) Tech-Prep Checklist
( ) Advisory Committee Meeting Minutes

REV-A

Texas Higher Education Coordinating Board

APPLICATION FOR PROGRAM REVISION

JUSTIFICATION FOR PROGRAM REVISION
(duplicate as needed)

An institution requesting a program revision must provide justification for each revision below.

Institution:	Amarillo College	FICE Code:	003540
Program:	Court Reporting	CIP Code:	520405

The curriculum content and courses for Court Reporting have not been changed. The format has been changed to include both options.

The two programs--Court Reporting and Realtime Caption Reporting--would share common general education requirements and core requirements. Each separate program would have its own major requirements and related requirements. Upon graduation, students will be able to use skills learned to assist in caption classroom lectures for hearing-impaired individuals, to be employed as realtime caption reporters for television broadcast stations, to caption conferences, conventions, classes, films, etc.

"In this very special year when the Television Decoder Circuitry takes effect, millions of people will have the opportunity to benefit from the caption service. Indeed, by 1996, half of all television households will have access to captioning. By 2001, that number will expand to a full 100%" (National Captioning Institute, Inc., Jane Edmondson).

The Americans With Disabilities Act has caused the demand for realtime captioners to be at an all-time high. There is a definite lack of certified interpreters in the Amarillo area.

As a result of emerging demand (Americans with Disabilities Act) and technology in the area of realtime captioning, this option to the court reporting program will provide another avenue in which court reporters may be employed. There is a state certification requirement for court reporting which limits employability. Since there is no state certification requirement for realtime caption reporters, more realtime caption reporters will be available to meet the demand for this emerging technology.

The rise in the population of deaf/hard of hearing and the demand for access to public information has required that educational institutions develop the methods vital for training student reporters with the skills necessary for the performance of this new career option. "As developers and users of technology, each and every one (students and teachers) will play a pivotal role in contributing to the inclusion of people who are deaf in all aspects of the community. We must always keep at the forefront of our minds the true purpose for utilizing our skills--creating an environment in which deaf individuals can make informed decisions for themselves, communicate for themselves, project themselves, and relate effectively with hearing individuals" (The Tools of Empowerment, by Kathryn Schmitz).

This option has been supported by a DACUM, the Realtime Caption Reporting Advisory Committee, and by T. R. Williams with the Coordinating Board.

REV-B

Texas Higher Education Coordinating Board

APPLICATION FOR PROGRAM REVISION

TITLE AND CREDENTIAL CHANGES

Institution: Amarillo College FICE Code: 003540

Program: Court Reporting HEGIS Code: 5829

CURRENT PROGRAM TITLES AND CREDENTIALS

Degree title: Court Reporting — 520405 CIP Code

Options, if any: _____ — _____ CIP Code

_____ — _____ CIP Code

_____ — _____ CIP Code

Certificate title: _____ — _____ CIP Code

Other certificates/options, if any:

_____ — _____ CIP Code

_____ — _____ CIP Code

_____ — _____ CIP Code

PROPOSED PROGRAM TITLES AND CREDENTIALS

Degree title: Court/Caption Reporting — 520405 CIP Code

Options, if any: Court Reporting A.A.S. — 520405 CIP Code

Caption Reporting A.A.S. — 520405 CIP Code

_____ — _____ CIP Code

Certificate title: _____ — _____ CIP Code

Other certificates/options, if any:

_____ — _____ CIP Code

_____ — _____ CIP Code

_____ — _____ CIP Code

REV-C

Funding		Course Prefix	Course Number	FICE Code: 003540	Hours (must be whole numbers)				Type of Instruction*
Tech Voc	Gen Acad			Course Title	Lecture	Lab	Contact	Credit	
NEW COURSES TO BE INCLUDED IN THE PROGRAM AND COURSE INVENTORY									
X		BUS	4393	Realtime Caption Reporting Practice	0	7	~~80~~ 112	3	1
X		BUS	4263	Realtime Caption Reporting I	~~7~~ 5	~~2~~ 0	80	3	1
X		BUS	4273	Realtime Caption Reporting II	5	0	80	3	1
X		BUS	4283	Realtime Caption Reporting III	5	0	80	3	1
X		BUS	3713	Speed Building I	5	0	80	3	1
X		BUS	3723	Speed Building II	5	0	80	3	1
X		BUS	4733	Speed Building III	5	0	80	3	1
X		BUS	4743	Speed Building IV	5	0	80	3	1
CURRENTLY APPROVED COURSES TO BE INCLUDED IN THE PROGRAM (for courses below, please specify a HEGIS code next to each course title)									

* Types of Instruction: 1 = lecture, 2 = lab, 3 = clinical, 4 = televised instruction, 5 = co-op, 8 = apprenticeship
(please duplicate this form as needed)

Texas Higher Education Coordinating Board

APPLICATION FOR PROGRAM REVISION

DESCRIPTIONS OF PROPOSED NEW COURSES
(duplicate as needed)

An institution requesting that new courses be added to a revised program must supply course descriptions below. These descriptions should be written as they appear in the institution's catalog, including course prefix, number, title, description and prerequisites. Technical course descriptions must reflect occupational competencies.

Institution: Amarillo College FICE Code: 003540

Program: Court/Caption Reporting CIP Code: 520405

BUS 3713: Speed Building I
Prerequisite: Concurrent enrollment in BUS 3213 and BUS 3111
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Beginning Machine Shorthand. (3 sem hr; 5 lec)

BUS 3723: Speed Building II
Prerequisite: Concurrent enrollment in BUS 3223 and BUS 3121
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Intermediate Machine Shorthand. (3 sem hr; 5 lec)

BUS 4733: Speed Building III
Prerequisite: Concurrent enrollment in BUS 4233 and BUS 4131
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Advanced Machine Shorthand. (3 sem hr; 5 lec)

BUS 4743: Speed Building IV
Prerequisite: Concurrent enrollment in BUS 4243 and BUS 4141
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Accelerated Machine Shorthand. (3 sem hr; 5 lec)

BUS 4263: Realtime Caption Reporting I
Prerequisite: BUS 3213 with grade of C or comparable skill
Realtime caption production procedures with transcription of materials produced in proper form. Dictation practice with specialized vocabulary (legal, medical, media, education, etc.) at 100-140 words per minutes utilizing realtime caption equipment. (3 sem hrs; 5 lec)

Texas Higher Education Coordinating Board

APPLICATION FOR PROGRAM REVISION

DESCRIPTIONS OF PROPOSED NEW COURSES
(duplicate as needed)

An institution requesting that new courses be added to a revised program must supply course descriptions below. These descriptions should be written as they appear in the institution's catalog, including course prefix, number, title, description and prerequisites. Technical course descriptions must reflect occupational competencies.

Institution:	Amarillo College	FICE Code:	003540
Program:	Court/Caption Reporting	CIP Code:	520405

BUS 4273: Realtime Caption Reporting II
Prerequisite: BUS 4263 with minimum grade of C or comparable skill
Realtime caption production procedures with transcription of materials produced in proper form. Dictation practice with specialized vocabulary (legal, medical, media, education, etc.) at 140-180 words per minutes utilizing realtime caption equipment. (3 sem hrs; 5 lec)

BUS 4283: Realtime Caption Reporting III
Prerequisite: BUS 4273 with minimum grade of C or comparable skill
Realtime caption production procedures with transcription of materials produced in proper form. Dictation practice with specialized vocabulary (legal, medical, media, education, etc.) at 180-225 words per minutes utilizing realtime caption equipment. (3 sem hrs; 5 lec)

BUS 4393: Realtime Caption Reporting Practice
Prerequisite: Concurrent enrollment in BUS 4243, 4743, 4283, 4141
Requires 60 hours of realtime caption observation and computer on-the-job training. Requires 40 hours of realtime caption supervised internship. (3 sem hrs; 7 lab)

REV-

AMARILLO COLLEGE 003540

COURT/CAPTION REPORTING
COURT REPORTING OPTION
A.A.S. DEGREE
PROPOSED CURRICULUM

FIRST YEAR

First Semester			Lec Hrs	Lab Hrs	Cont Hrs	Cred Hrs
BUS	3211:	Court Reporting Computer I	1	2	48	1
BUS	3653:	Business English	3	0	48	3
BUS	3503:	Word Processing I	3	2	80	3
BUS	3213:	Beginning Machine Shorthand	5	0	80	3
BUS	3413:	Intermediate Typewriting	3	2	80	3
BUS	3201:	Court Orientation	0	2	32	1
		Total Hours:	15	8	368	14
Second Semester						
ENGL	3043:	Freshman Composition I	3	0	48	3
BUS	3223:	Intermediate Machine Shorthand	5	0	80	3
BUS	4423:	Advanced Typewriting	3	2	80	3
BUS	3253:	Law for the Court Reporter	3	0	48	3
BUS	4673:	Legal Terminology	3	0	48	3
BUS	4663:	Office Procedures	5	0	80	3
BUS	3221:	Court Reporting Computer II	1	2	48	1
		Total Hours:	23	4	432	19
Summer Semester						
AH	3013:	Medical Terminology I	3	0	48	3
BUS	4231:	Court Reporting Computer III	1	2	48	1
		Total Hours:	4	2	96	4

SECOND YEAR

First Semester						
BUS	4233:	Advanced Machine Shorthand	5	0	80	3
BUS	4266:	Court Reporting I	10	0	160	6
GOVT	4343:	Government of Texas and the U.S.	3	0	48	3
General Education Math			3	0	48	3
BUS	4241:	Court Reporting Computer IV	1	2	48	1
		Total Hours:	22	2	384	16
Second Semester						
BUS	4243:	Accelerated Machine Shorthand	5	0	80	3
BUS	4276:	Court Reporting II	10	0	160	6
BUS	4281:	Court Reporting Seminar	1	0	16	1
BUS	4293:	Court Reporting Practice	0	7	112	3
		Total Hours:	16	7	368	13
Summer Semester						
General Education Speech			3	0	48	3
General Education Elective			3	0	48	3
		Total Hours:	6	0	96	6
		GRAND TOTAL:	86	23	1744	72

AMARILLO COLLEGE 003540

COURT/CAPTION REPORTING
CAPTION REPORTING OPTION
A.A.S. DEGREE
PROPOSED CURRICULUM

FIRST YEAR

First Semester	Lec Hrs	Lab Hrs	Cont Hrs	Cred Hrs
BUS 3213: Beginning Machine Shorthand	5	0	80	3
BUS 3713: Speed Building I	5	0	80	3
BUS 3653: Business English	3	0	48	3
BUS 3503: Word Processing I	3	2	80	3
BUS 3413: Intermediate Typewriting	3	2	80	3
BUS 3211: Court Reporting Computer I	1	2	48	1
Total Hours:	20	6	416	16
Second Semester				
BUS 3223: Intermediate Machine Shorthand	5	0	80	3
BUS 3723: Speed Building II	5	0	80	3
MATH (Any MATH course from the approved list)	3	0	48	3
BUS 4263: Realtime Caption Reporting I	5	0	80	3
BUS 4423: Advanced Typewriting	3	2	80	3
BUS 3221: Court Reporting Computer II	1	2	48	1
Total Hours:	22	4	416	16
Summer Semester				
ENGL 3043: Freshman Composition I	3	0	48	3
Total Hours:	3	0	48	3

SECOND YEAR

First Semester				
BUS 4233: Advanced Machine Shorthand	5	0	80	3
BUS 4733: Speed Building III	5	0	80	3
General Education Social/Behavioral (Any Social and Behavioral Sciences course from approved list)	3	0	48	3
BUS 4273: Realtime Caption Reporting II	5	0	80	3
BUS 4231: Court Reporting Computer III	1	2	48	1
Total Hours:	19	2	336	13
Second Semester				
BUS 4243: Accelerated Machine Shorthand	5	0	80	3
BUS 4743: Speed Building IV	5	0	80	3
BUS 4393: Realtime Caption Reporting Practice	0	7	112	3
BUS 4283: Realtime Caption Reporting III	5	0	80	3
BUS 4241: Court Reporting Computer IV	1	2	48	1
Total Hours:	16	9	400	13
Summer Semester				
General Education Elective (To be selected from General Education approved list)	3	0	48	3
General Education Speech (Any SPCOM course from approved list)	3	0	48	3
Total Hours:	6	0	96	6
GRAND TOTAL:	86	21	1712	67

OFFICE EDUCATION DEPARTMENT

AMARILLO COLLEGE

COURT REPORTING

REALTIME CAPTION REPORTING

Associate in Applied Science

The Court Reporting curriculum is designed to prepare students for positions in recording courtroom and legal proceedings. Texas State Certification and National Certification require 225 words a minute. Requires 60 hours of courtroom observation and 50 verified hours of internship of which 40 hours shall be in actual writing time. To be eligible for graduation from Amarillo College Court Reporting, the student must pass a minimum of two supervised five minute tests on unfamiliar matter with 95+% accuracy at each of the following speeds: 225 wpm Q&A (2 voice), 200 wpm Jury Charge, 180 wpm Literary, and must be able to type two supervised five minute timed writings at a minimum speed of 60 net words per minute. (Must pass state certification test to be licensed)

The Realtime Caption Reporting curriculum is designed to prepare students for positions as realtime caption reporters who write conflict-free theory phonetically on the steno machine attached to a computer enabling the sounds to be translated into English words and to be seen simultaneously on a computer monitor or other visual screens at conventions, conferences, meetings, etc.
(No state certification test at this time)

	Semester Hours
1. GENERAL EDUCATION REQUIREMENTS	15
ENGL 3043: Freshman Composition I	3
GENERAL EDUCATION SOCIAL/BEHAVIORAL	3
(Court Reporting Majors - GOVT 4343: Government of Texas and the United States; Realtime Caption Reporting - to be selected from approved list on page 31)	
GENERAL EDUCATION SPCOM:	3
(Any SPCOM course from approved list on page 31)	
GENERAL EDUCATION MATH:	3
(Any MATH course from approved list on page 31)	
GENERAL EDUCATION ELECTIVE	3
(To be selected from approved list on page 31)	

2. CORE REQUIREMENTS.....28

BUS 3213:	Beginning Machine Shorthand	3
BUS 3223:	Intermediate Machine Shorthand	3
BUS 3413:	Intermediate Typewriting	3
BUS 3503:	Word Processing I	3
BUS 3653:	Business English	3
BUS 4233:	Advanced Machine Shorthand	3
BUS 4243:	Accelerated Machine Shorthand	3
BUS 4423:	Advanced Typewriting	3
BUS 3211:	Court Reporting Computer I	1
BUS 3221:	Court Reporting Computer II	1
BUS 4231:	Court Reporting Computer III	1
BUS 4241:	Court Reporting Computer IV	1

3. MAJOR REQUIREMENTS

Students must choose one of the following options:

a. Court Reporting (MAJOR CODE 3157).....26

BUS 3201:	Court Orientation	1
BUS 3253:	Law for the Court Reporter	3
BUS 4266:	Court Reporting I	6
BUS 4276:	Court Reporting II	6
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Joint effort benefits student accessibility

Last month, *AC&U* looked at how Accessibility Services is helping students with disabilities find success at AC. This installment will conclude the series.

What do you get when you combine students from the Realtime Caption Reporting program with AC's Accessibility Services? You get a cooperative effort that benefits everyone from the student volunteers to the students with disabilities.

AC's Accessibility Services and Realtime Caption Reporting program have joined efforts to further facilitate accessibility on campus. Five students from the Realtime Caption Reporting program have volunteered their time this semester to caption classroom lectures and provide transcripts for deaf and learning disabled students.

Patsy Lemaster, professor of Office Education, said the program is still waiting for additional equipment, but five students have volunteered their time to attend class with their data writers and caption classroom lectures. The additional equipment is awaiting Board approval and the students now work in a simulated situation until the new equipment is in place, Lemaster said.

One of the students, **Tanya Pittman**, said, "it's a neat opportunity to work with deaf students and it's great experience for me." She attends Monday sessions of a Sociology class with a student with learning disabilities. Pittman types in Dr. **Terry Hargrave's** lecture on her data writer and the information is copied onto a disk. The disk is then taken to a computer which translates the steno copy into English. Pittman then edits the work before producing a transcript for the student before the next class lecture. Her volunteer time for the one Sociology class totals more than two hours every week.

Dr. Joyner does his own accessibility tour. For related story, please turn to page 6.

The cooperative effort began in the fall semester with just two student volunteers. It is the outgrowth of a program funded [illegible] from the Amarillo Area Foundation and [illegible] Carl Perkins funds to develop and pilot a program to teach Realtime Caption Reporting. It also marks

■ **AC student Tanya Pittman volunteers her time to caption Dr. Terry Hargrave's lecture in a joint venture between Accessibility Services and the Realtime Caption Reporting program.** ■

Please see ACCESSIBILITY, p. 6

BEST COPY AVAILABLE

■ ACCESSIBILITY, from p. 5

AC as the first junior college in the nation to devise such a method of teaching. "It's so exciting because we're right on the cutting edge," said **Judy Johnson**, coordinator of Accessibility Services at AC.

Johnson said the cooperative effort is just another way of accommodating students with disabilities. The student volunteers are a great help for the deaf students who can't take lecture notes while watching a sign language interpreter and the transcripts provided by the caption reporter are also a great aid to the students with learning disabilities, Johnson said.

The time each caption reporting student spends in the classroom is strictly voluntary, Lemaster said. But she does let the student volunteers work out a system of trade outs. Pittman's work translating the class lectures on computer count for part of her own computer classwork and offers her "a nice change of pace." Other students volunteering their time this semester include **Kim Klarich, Niki Bulla, Darla Atkison** and **Rhonda Richmeier**.

"Everyone in the department is very excited about this project," Lemaster said. The student volunteers are put into classrooms where the lecturer will accommodate their speed of 150 to 225 words per minute. The project gives the student volunteers a feel for the work as well as speed building practice and "they love working with the students." ■

■ NEW EMPLOYEES

Lori K. Coffman, instructor, English

Michael Crofford, laboratory materials supervisor, Physical Science

Jackie Groneman, secretary I, ADN

Darla Hall, LTA-1, Lynn Library

Manuel Huerta, groundskeeper, Grounds

Dawn Jones, secretary I, Continuing Health Care

Sulma Pena, office clerk I, STAR

Steven N. Stanley, instructor, English

Miles Wallace, AV distribution specialist, Instructional Services ■

■ JOYNER LOOKS AT ACCESSIBILITY AS HE TOURS CAMPUS IN WHEELCHAIR

To increase his own awareness of accessibility at Amarillo College, Dr. **Bud Joyner**, AC president, was seen late last semester crossing the campus in a wheelchair.

Joyner discovered that AC is "a little above average for an institution of our age" as far as accessibility goes. But he is quick to add, "there's a lot to be done."

Joyner's tour took him into buildings, elevators, up ramps and into stalls. He said the things that were immediately obvious included difficulty in accessing elevators in some of the buildings, the lack of elevators in others and barriers in buildings that made it difficult to maneuver. He anticipated the elevator and turn space problems, but he was surprised by the heavy doors, especially when trying to open with one hand and maneuver with the other.

He's quick to emphasize that it's not all doom and gloom though. Additional handicap parking spaces have already been added this year and facility planning directed at accessibility is already underway.

"One day in a chair cannot even approximate what they (students with disabilities) contend with," Joyner said. But his tour of the campus did increase his awareness of what needs to be done to improve accessibility at AC. ■

■ ALPHA CENTER

AC's Alpha Center will offer workshops and presentations throughout the month of March.

Registration for some of the workshops may be limited. For more information or for reservations, call 5469. ■

June 24, 1993

Computer assists hearing-impaired

By FRANK RUBIN
Globe-News Staff Writer

The first hearing in an Amarillo courtroom using special technology for deaf participants was conducted Wednesday in 181st state District Court in Potter County

A litigant in a civil case answered questions put to him by his attorney through sign language. The answers were then interpreted for official court reporter Brenda Gouge.

A computer attached to Gouge's stenographic machine translated spoken words from stenographic symbols into English in three seconds and onto a monitor in front of her and the litigant. A screen at the front of the courtroom also allowed spectators to read the translation.

Before this technological breakthrough, Gouge said she or someone else had to laboriously type out stenographic notes.

Shayne Rowell, director of the Panhandle Council for the Deaf, a major partner in the project, said a goal is to get a courtroom fully equipped for such hearings. She said the technology offers deaf people greater integration into the audible world.

Darrell Bonjour, a Texas Commission for the Deaf legal-certified interpreter, who was the sign language interpreter at the hearing, called the system "wonderful" but added that it won't work in every case. Deaf people with good English skills are best-equipped to take advantage of the innovative technology, he said.

For deaf people from foreign countries, the signs used are not always the same and the equipment might not work unless the court reporter could type in their native language, Bonjour said.

Bonjour noted that the system also could be used in cases involving a deaf attorney, juror or judge.

Bonjour and 181st District Judge Sam Kiser pointed out that the technology has applications for many places besides courtrooms, such as schools and churches.

Gouge's computer cost $11,000, and the estimated total cost of fully equipping a courtroom with monitors for attorneys, jurors, the judge and spectators is about $25,000, officials said. The funding has not yet been available, they said.

Gouge said a jury could use a monitor to scroll back to any part of trial testimony. Kiser added that the equipment would provide jurors with a transcript of testimony within several minutes.

An attachment that prints out braille is available for blind people, Gouge said.

Ken Jones / Globe-News

Darrell Bonjour is sworn in Wednesday as an interpreter in a Potter County hearing.

In the short term, the equipment will be used in hearing-impaired cases or other cases in which an attorney requests it, she said.

The hearing was conducted in conjunction with Amarillo College's Realtime-Captioning Project, which provided some of the equipment.

Kiser noted that Amarillo College is one of the few public institutions in the nation that offers close-captioned reporting for the hearing-impaired. Gouge added that the school is the only junior college that has an accredited program for teaching the system.

The Amarillo Speech Hearing & Language Center also was represented at the hearing, Kiser said.

REALTIME/CAPTION REPORTING

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1992 - 1993

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REALTIME CAPTION REPORTING

Advisory Committee Meeting

Wednesday, October 21, 1992

The Advisory Committee for the Realtime Caption Reporting project met at 7:00 p.m. on Wednesday, October 21, 1992 in the West Dining Room of the College Union Building on the Amarillo College Campus. Recognition was given to Dr. T. R. Williams, the representative from the Texas Higher Education Coordinating Board assigned as the staff advisor for the Realtime/Caption Reporting Project.

Those in attendance were the following: Dr. T. R. Williams, Willard Machen, Brenda Gouge, Judge Samuel C. Kiser, Lisa Baird, Melba Dockery, Lisa Thrash, Dr. Lillian Blakesly, Kaye Branigan, Judy Johnson, Mark Bartels, Wayne Beighle, John Mozola, Steve Pritchett, Warren Clark, Walt Howard, Jan Brister, Beverly Fite, Gay Mills, Patsy Lemaster, Camille Cargill, Lavonna Stater, Dr. Kay Henard, Marge Garner, Lou Ann Wadley, and Delores Behrens.

Delores Behrens welcomed all members of the committee and asked them to introduce themselves. Patsy Lemaster requested that members join a subcommittee by completing the subcommittee request that was given to the members before the meeting. The following committee members spoke on realtime/caption reporting:

Dr. T. R. Williams congratulated Patsy Lemaster and the Amarillo College Advisory Committee on the work, time, and effort that they have contributed to the realtime captioning program at Amarillo College. He commented that this program would have statewide implications and that this is the only community college that has implemented this kind of a program. He also explained his role of advisor to the realtime grant that has been afforded to Amarillo College. He will be ensuring that the program is progressing through visits to Amarillo College and by telephone. He will report any problems or questions to the Coordinating Board.

Judge Samuel C. Kiser, 181st District Court, discussed the benefits of computer-integrated courtroom systems for the Potter County Courthouse. He stated that realtime translation would make the trial process easier for all parties involved in having quick access to activities of courtroom proceedings.

Brenda Gouge, Office Reporter, 181st District Court, informed members that she would work with court reporting students from Amarillo College to help integrate realtime/caption reporting in Amarillo's courtrooms.

Dr. Lillian Blakesly, Director of the Regional Education Program for the Deaf, spoke of the difficulties that interpreters have in trying to sign the many different words in the English language.

She stated that many times the deaf student loses the context of interpretations as they are signed. She expressed the interest and opportunities for court reporting students from Amarillo College who would be willing to caption classes for students with hearing impairments.

Judy Johnson, Amarillo College Coordinator of accessiblity Services, highlighted the project currently being tested whereby Amarillo College court reporting students are voluntarily accompanying deaf or hearing-impaired students to class and producing hard-copy notes for them. She reported that the results have been positive and thanked student reporters for this service.

Dr. Blakesly gave information about an upcoming meeting where sign language and interpreting techniques were to be evaluated. She stated that three people would be evaluating the program at the Regional Education Program for the Deaf. All three of the evaluators are deaf. Dr. Blakesly said she had contacted Amarillo College to provide realtime/caption translations throughout this meeting.

Walt Howard discussed the broadcast captioning of the daily news programs at 5:00 p.m. and 10:00 p.m. at KFDA, Channel 10. He stressed the importance of this information to the deaf and hearing-impaired audience. Mr. Howard described the activities of captioning that have been promoted for the past three years at KFDA.

Lisa Baird, CSR and Caption Reporter, described some of the difficulties that were experienced with the installation of realtime/captioning at KFDA. She concluded that the project and captioning services are currently going well with the improvement of their realtime dictionaries and the help of Melba Dockery and Lisa Thrash.

Patsy Lemaster thanked those attending the meeting and informed them that they would be contacted in a few weeks with more information about the subcommittee they had chosen.

BROADCAST CAPTIONING SUBCOMMITTEE

Wednesday, February 10, 1993

Minutes

The subcommittee for Broadcast Captioning met on Wednesday, February 10, 1993 at 6:30 at the Amarillo Speech and Hearing Center.

Patsy Lemaster, Project Director, thanked the members of the committee for their attendance at the meeting and their interest in the realtime caption reporting project. She emphasized that a number of things had been organized to help continue the funding to pay the salaries of the captionist at KFDA-TV, Channel 10.

Lisa Baird, CSR and Realtime Caption Reporter at KFDA, introduced a new member of the committee. Shayne Rowell, the recently appointed Executive Director for Panhandle Council for the Deaf, has been given the responsibility to secure funding for the captioning project at KFDA. Mrs. Rowell indicated that several activities are being planned to obtain the monies necessary for continuation of the original captioning project.

Mrs. Rowell announced that Panhandle Council for Deaf had recently sponsored a racquetball tournament and raised over $7,900. She explained that a portion of the amount would be allotted to the KFDA-TV, Channel 10, captioning project. The Council is also planning to sponsor additional fund raising activities. These include a Bowl-a-thon to be held April 24; a booth at the local Funfest weekend in May; and possible a volleyball tournament in the summer.

Kaye Branigan, Deaf-Interpreter, stated that she could investigate the possibilities of providing captioning in a number of public settings to help gain exposure of the project. Mark Bartles, father of a hearing-impaired child, volunteered to assist Kaye and other community members in compiling a list of organizations that could be contacted to inquire about the possibility of providing this service.

Patsy Lemaster volunteered to contact the Amarillo Chamber of Commerce to obtain a current list of businesses that could be contacted to help with the exposure and demonstration of realtime caption reporting. Mrs. Rowell stated that the video presentation produced by KFDA to help promote the captioning project was being updated for this fiscal year. She said that the video presentation would be available for the visitations to be planned to businesses and other organizations.

Other committee members agreed to compile individual lists of businesses and organizations that might be contacted to help promote the project endeavor. Members will contact Mrs. Rowell or Mrs. Lemaster with these lists as they are prepared.

Lisa Baird volunteered to do the demonstrations for captioning in the public settings arranged by committee members as frequently as her schedule would allow. She will be performing these services free of charge to help promote the project and raise funds for salaries for realtime caption reporters.

All committee members will be contacted periodically by telephone by Mrs. Lemaster, Mrs. Baird, or Mrs. Lowell to report on the progress of the project. Another subcommittee meeting for this group will be held in the next quarter to compile information about the responsibilities assumed by the members.

CLASSROOM CAPTIONING SUBCOMMITTEE

Wednesday, December 2, 1992

Minutes

The Classroom Captioning Subcommittee met on Wednesday, December 2, 1992 at the Amarillo Speech and Hearing Center.

Patsy Lemaster, Project Director for Realtime Caption Reporting, thanked the members of the committee for coming and for their interest in the project.

Dr. Lillian Blakesley, Director of the Regional Educational Program for the Deaf and co-chairman of the subcommittee, inquired about the status of the equipment purchase to be made with monies granted through the Amarillo Area Foundation/Harrington Foundation. Mrs. Lemaster explained that Peter Jepsen, Vice President of U.S. Captioning, Inc., would be traveling to Amarillo in the near future to help make decisions about the most efficient way in which to spend the monies awarded through the grant.

Warren Clark, a local attorney, inquired about the procedures for utilizing realtime/captioning techniques in the classroom setting. Dr. Blakesley explained this process for committee members. The costs of equipment necessary were discussed.

Judy Johnson, Coordinator of Disability Services at Amarillo College, and co-chairman of the committee reported on the progress of the simulated classroom captioning project being implemented for students in her department by court reporting student volunteers. She stated that the services have been very favorably received by hearing-impaired and disabled students as well as the classroom teachers of these students.

Possible methods fund raising were discussed by the committee members. Discussion included the acquisition of donations and grant awardments.

Dr. Blakesley commented that a majority of the videos shown in the public school system are not currently captioned. She identified this as a possible market for trained realtime caption reporters.

The lack of exposure and knowledge of the public was discussed. Warren Clark offered to investigate and initiate the opportunities for addressing the need for realtime captioning services to local media and broadcast entities.

Mark Bartels expressed the importance of the services for the disabled and hearing-impaired population. He indicated that he participates in a number of fund raising endeavors affiliated with

broadcast captioning for continued service at KFDA through Panhandle Council for the Deaf.

Mrs. Lemaster announced that the grant project personnel had been invited to be guests on an early morning program on KVII-TV, Channel 7, to discuss the realtime caption reporting curriculum and the services to be offered to the community.

Dr. Blakesley announced that Lisa Baird, CSR, would be doing the first locally executed realtime captioning demonstration at the Evaluation Meeting for the Regional Education Program for the Deaf to be held at the Texas Tech Medical School Auditorium on December 12, 1992.

Goals of the subcommittee were discussed and identified. All members were asked to call grant personnel or co-chairmen with ideas/suggestions for the fund raising necessary for the purchase of equipment/software to begin planning for the implementation of the realtime caption program into the Amarillo Independent School District classroom.

The meeting was adjourned.

COMPUTER INTEGRATED COURTROOM SUBCOMMITTEE

Tuesday, February 9, 1993

Minutes

The subcommittee for the Computer Integrated Courtroom System met on Tuesday, February 9, 1993 at 7:00 p.m. in the 181st District Court at the Potter County Courthouse.

Patsy Lemaster, Director of Realtime Caption Reporting, thanked the members of the subcommittee for attending.

Brenda Gouge, CSR, and Judge Samuel Kiser introduced the members of the subcommittee and the grant personnel representatives.

Background information on the project was provided by Brenda Gouge for new members of the subcommittee. Patsy Lemaster reported on the current status of the realtime caption reporting project highlighting the activities being conducted within each of the other two subcommittees.

Judge Samuel Kiser distributed a copy of the goals and objectives to be attained by the subcommittee. Members of the committee were given an opportunity to ask questions about these goals and objectives.

Brenda Gouge stated that one of the major focuses of this subcommittee was to find a way to equip a courtroom so that the students at Amarillo College would have a place in which they could observe, practice, and complete internship training in a CIC setting. Discussion and questions followed.

Throughout the discussion, it was emphasized by all representatives that the major obstacle to the implementation of the CIC system was lack of education and exposure to the legal sector.

Dr. Clyde Williams, the only medical representative on the subcommittee, discussed the ways in which realtime captioning techniques might be used in the medical profession. He questioned the development of the voice-activated computer equipment and the adoption of such a system by both the legal and medical fields for transcription. Consensus of the group, based upon information recently obtained, indicated that a threat was not seen at this stage of development.

Brenda Gouge introduced the idea of inviting David Langford and his judge to visit the Amarillo area for demonstration /presentations to the legal and medical professionals. David Langford was the first court reporter in Texas to begin practicing in a computer integrated courtroom system. This effort will be investigated by Patsy Lemaster, Brenda Gouge, and Judge Kiser for promotion.

All members were asked to compile lists of organizations where large populations of representatives from the legal and medical professions were gathered to plan for presentations/demonstrations. Mrs. Gouge and Mrs. Lemaster will compile such lists and begin to schedule these activities as possible. Mrs. Lemaster stated that Lisa Baird, CSR, had volunteered to help with such demonstrations as her schedule would permit.

Committee members were asked to share any ideas/suggestions with Mrs. Gouge or Mrs. Lemaster relating to the promotion of this project. Mrs. Gouge said that she would be contacting several committee members by telephone for input.

The Computer Integrated Courtroom Subcommittee will meet again within the next quarter to compile information and findings.

REALTIME CAPTION REPORTING
ADVISORY COMMITTEE MEETING
APRIL 29, 1993
MINUTES

The Advisory Committee for Realtime Caption Reporting project met at 7:30 p.m. on Thursday, April 29, 1993, in the Palo Duro Room in the College Union Building on the Amarillo College campus.

Members of the committee present at the meeting were: Dr. T.L. Williams, Dr. R. E. Byrd, Delores Behrens, Patsy Lemaster, Lisa Baird, Lavonna Stater, Judy Johnson, Shayne Rowell, Jeff Ferguson, Dorothy Blumer, James Herring, Lisa Thrash, Melba Dockery, Bonnie Schomp, Beverly Fite, Camille Cargill, Gay Mills, Kym Klarich.

Delores Behrens, Chair of the Office Education Department and Realtime Caption Reporting Project Coordinator, presented the Realtime Caption Reporting curriculum to the group. A copy of the curriculum is attached as distributed.

Reports were presented by the chair of each of the following subcommittees: broadcast captioning, classroom captioning, and computer-integrated courtroom captioning. The subcommittee reports as prepared and distributed at the meeting are attached.

Camille Cargill, Assistant Professor at Amarillo College, reported on the Texas Certified Reporter Test pass rate earned by Amarillo College students qualifying for the examination. This average pass rate of 40 percent exceeds the national average by 20 percent. She also reported on the TORTS (Texas Organization for Reporter Training Schools) workshop to be held in Austin on July 22, 1993. Amarillo College court reporting instructors and project personnel have been asked to present information/demonstration on realtime caption reporting at this workshop.

Beverly Fite, Professor at Amarillo College, reported on the evaluation conducted by the National Court Reporters Association and their approval of Amarillo College's court reporting program. NCRA's approval objectives were distributed to the committee. Although the program has been evaluated and approved by NCRA since 1976, this evaluation report is the best the program has earned. The technology and equipment was stated to be far ahead of other schools visited. The examination team also praised the attitudes of students enrolled in the court reporting program, the support of the administration, and the unity of the instructors in the court reporting program. A copy of the NCRA approval objectives has been attached as distributed.

Patsy Lemaster, Professor at Amarillo College and Realtime Caption Reporting Project Director, reported on Amarillo College's presentation at the Texas Junior College Teachers Association conference.

Mrs. Lemaster stated that grant proposals had been written and submitted to the Texas Higher Education Coordinating Board and the U. S. Department of Education during the months of March and April. She reported that the Office Education Department had mailed surveys to area certified court reporters and to business education teachers in the state of Texas. The amount of interest in realtime caption reporting shown by each group has been tremendous.

Committee members were asked to volunteer for the 1993-94 Advisory Committee. They will be sent evaluation forms to determine the committee's progress during the 1992-93 grant year. All subcommittees are scheduled to meet one more time before the end of the year report is submitted to the Texas Higher Education Coordinating Board. At this time, goals and objectives will be developed for the 1993-94 committees.

Members of the committee were commended for the work completed through the subcommittees throughout the year.

The meeting was adjourned.

AMARILLO COLLEGE

REALTIME CAPTION REPORTING

CLASSROOM CAPTIONING SUBCOMMITTEE

GOALS 1992-93:

GOAL 1: To seek sources of additional resources for funding to expand classroom captioning capabilities both at Amarillo College and public school classrooms.

GOAL 2: To increase the visibility of the classroom captioning option through increased publicity.

GOAL 3: Provide realtime captioning services to students who are deaf/hard of hearing and students who are learning disabled at Amarillo College.

ACCOMPLISHMENT OF GOALS:

GOAL 1:

A grant was written by Judy Johnson and Patsy Lemaster and submitted to the United States Department of Education, under the category of Technology, Educational Media, and Materials for Individuals with Disabilities. The grant is titled, "A project to Enhance Educational Opportunities for Deaf/Hard of Hearing Students Utilizing a Realtime Captioning Center." If funded, this grant would allow Amarillo College to establish a realtime captioning center. Two classrooms at Lamar Elementary School would be connected to this captioning center via modem, allowing deaf/hard of hearing students to receive instruction with realtime as an added vehicle for learning. Students at Amarillo College would also receive these services. In the third year of the project, remote modem hook-up would be established with other institutions, outside the Amarillo area. Notification on this grant will be received in six to nine months.

A Carl Perkins Discretionary grant was also written, which will allow the continuation of the curriculum development and instruction currently in place at Amarillo College. Notification on this grant will be received during the summer.

Goal 2:

Patsy Lemaster discussed the program on Channel 7.

Publicity has also been achieved through articles in the AC & U publication, articles in the Ranger (Amarillo College student newspaper) and the AC Current (Amarillo College student magazine).

Closed-captioning notes

I. Internships:

Beginning in April, Amarillo College is putting students out at KFDA for internships with the closed-captionists. Some students in the advanced classes are actually using the other computer and writer and doing the news at the same time that we are. Nothing they are doing is seen on the TV screen itself, but it gives them an idea of how we switch from the live display, which is the typewritten part, to the real-time, which is actually writing on the machine.

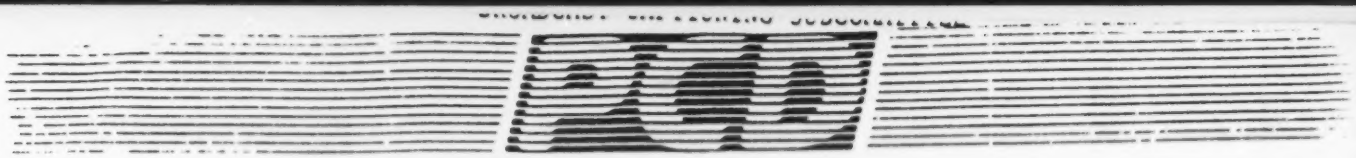
All of the students have been really interested in what we do out there, and they ask lots of questions. The internship has been a good idea because now when closed-captioning is mentioned in the classroom, they know exactly what is going on. Most of them had no idea what was involved. A lot of the students have mentioned that they would like to do closed-captioning when they are out of school. Hopefully by then there will be more opportunities in Amarillo for them.

We will be doing the internships with Amarillo College through June 22.

II. Demonstrations:

With Amarillo College's help, we have been able to take our captioning equipment and actually do live demonstrations for various organizations in Amarillo. One demonstration was for possible funding from a women's organization. Most of the time we haven't had any problems, but in time we should be able to do a demonstration anywhere without any difficulty.

We will be doing demonstrations in some schools and also at various corporations. People usually have no clue what captioning is until they see how it's done. We're hoping for increased awareness for captioning through all of our demonstrations.



PANHANDLE COUNCIL FOR THE DEAF

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CLOSED CAPTION PROJECT PROGRESS

1. We have presented and demonstrated the closed captioning to White Deer 4-H group, Fritch school district, Amarillo Women's Federation, various health fairs, Beta Sigma Phi and the Deaf Community General Membership. We are now working towards more demonstrations to Corporations, Businesses, Schools and Service Organizations.

2. We had a Racquetball Tournament in January to raise funds and awareness for this project. KFDA covered the tournament.

3. Copperfield's has agreed to help raise money for this.

4. We are working closely with KFDA to run PSAs, Open captions about the projects, a five part series about deafness and the available technologies and are coming up with plans for a fund raiser.

5. We are requesting grant money through the Coalition (Amarillo Speech, Hearing & Language Center - Regional Educational Program for the Deaf and POD). Both ASHLA & REPD have agreed to give letters of support for this grant.

6. We just had an article in the Amarillo Newspaper and sent PSAs to all other Panhandle newspapers requesting names and a support statement from those who watch, benefit and need this captioning.

"Bridging the Communication Gap"